Priyadarshini College of Engineering, Nagpur 440019

Department of Computer Technology

FORMAT FOR PREPARATION OF PROJECT REPORT

FOR B.E. EIGHT Semester

1.   ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page and Title Page
2. Vision & Mission *(Institutes and Department)*
3. Certificate
4. Declaration
5. Abstract
6. Acknowledgment
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Symbols, Abbreviations
11. Chapters
12. Conclusion
13. References
14. Publish Paper and Certificates

The table and figures shall be introduced in the appropriate places.

2.   PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the seminar report should be in A4 size. The seminar report should be bound using cover of the thick black art paper. The cover should be **printed in yellow letters** and the text for printing should be identical.

3.   PREPARATION FORMAT:

3.1   **Cover Page & Title Page** Provided

3.2   Certificate – The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14**.**

3.3   Abstract – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

3.4   Acknowledgment – The acknowledgment should be brief and should not exceed one page when typed in double spacing. The candidate"s signature shall be made at the bottom end above his / her name typed in capitals.

3.5   Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Certificate will not find a place among

the items listed in the Table of Contents but the page numbers of pages in lower case Roman letters will be added to Table of Contents. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is provided**.**

3.6   **List of Tables –** The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

3.7   **List of Figures –** The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

3.8   **List of Symbols, Abbreviations** – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

3.9   **Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the Project work (iii) and Conclusion.
The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.
- Chapter names are to be typed in Upper-Case, with the Font style "Times New Roman" and Font size 14, and sub headings are to be typed in the Font style "Times New Roman" and Font size 14, use sentence-style capitalization. i.e., Capitalize the first letter of the first word and any proper nouns in sub headings, but leave the rest lower case.

3.10   **List of References** –The listing of references should be typed 4 spaces below the heading "REFERENCES" in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation **example** quoted above.

REFERENCES

1.   Barnard, R.W. and Kellogg, C. (1980) „Applications of Convolution Operators to Problems in Univalent Function Theory", Michigan Mach, J., Vol.27, pp.81–94.

Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report .

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in color.

Single spacing should be used for typing the general text. The general text shall be typed in the Font style "Times New Roman" and Font size 12.

5. SIZE OF PROJECT REPORT:

The size of project report of typed matter reckoned from the first page of Chapter 1 to the last page of the last chapter.

6. PAGE DIMENSIONS AND MARGIN:

The dimensions of the final bound copies of the project report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies.

The final copies of the project report (at the time of submission) should have the following page margins :

Top edge : 30 to 35 mm
Bottom edge : 25 to 30
mm Left side : 35 to 40
mm Right side : 20 to
25 mm

The project report should be prepared on good quality white paper preferably not lower than 80 gsm/sq.m. Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.

Page Numbering, Headers, Footers - All pages numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the lower right hand corner with the last digit in line with the right hand margin. The preliminary pages of the project report (such as Title page, Acknowledgment, Table of Contents etc.) should be numbered in lower case Roman numerals, on bottom center. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals on the lower right hand corner.

Starting with Chapter 1, the text "Department of Computer Technology" should be typed on the lower right hand corner with the first word in line with the left hand margin. Similarly, the title of the Project should be typed on the upper right hand corner with the last word in line with the right hand margin.